

Training Requests Using CHRIS Workflow

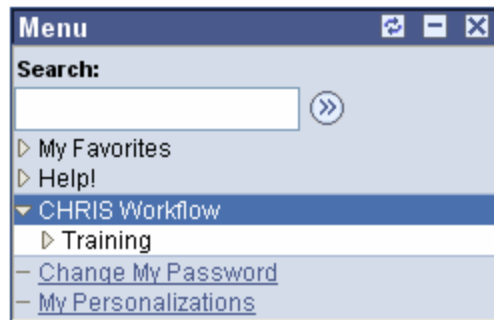
NOTE:

To request training through CHRIS Workflow, users **MUST** have a completed Workflow Profile. If you have not set up your Workflow Profile or if not sure if yours is compliant, go back to the previous page :

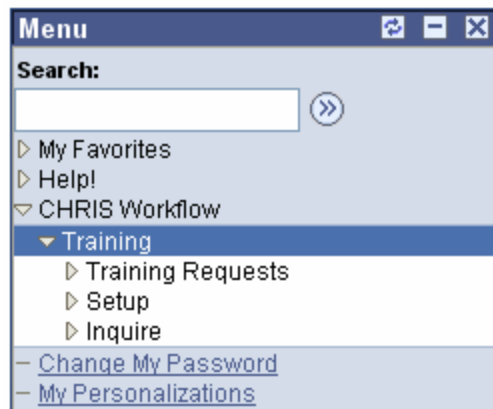
<http://www.eh.doe.gov/administration/training/workflow.htm>
and follow the appropriate instructions.

Create Training Request:

1. Log onto Employee Self Service (ESS) <https://mis.doe.gov/ess>
2. Connect to CHRIS/PeopleSoft
3. Click on:
 - ◆ CHRIS Workflow

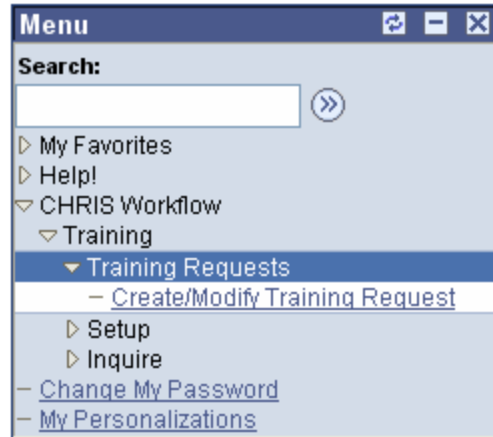


- ◆ Training



- ◆ Training Requests

Training Requests Using CHRIS Workflow



◆ Create/Modify Training Request

4. Click “Create Request” on the Training Request Tab above and to the right of your name

Training Request | Approval Routing

Training Request Find | View All First 1 of 29 Last

[Create Request](#) [Delete Request](#)

Name: Your Name Here Subagency: EH Workflow Entry: Y

[Training Request Guide](#)

*Attendance: Enrolled

Course Code: 001401

Course Title: Prevent. of Sexual Harassment

☐ Conference ☐ TQP Related
☐ On IDP ☐ Transition Related

Est Direct Costs	Indirect Costs
Tuition \$	Travel \$

5. A blank Request will come up

Training Request | Approval Routing

Training Request Find | View All First 2 of 13 Last

[Delete Request](#)

Name: Your Name Here Subagency: EH Workflow Entry: ▼

Cancel Request ☐

[Training Request Guide](#)

*Attendance: Request

Course Code: DOE Class

Course Title:

Course Type:

Session #: NonDOE Vendor Crse#

Begin/End Date:

Est Direct Costs	Indirect Costs
Tuition \$ <input type="text"/>	Travel \$ <input type="text"/>
Books \$ <input type="text"/>	Per Diem \$ <input type="text"/>
Materials \$ <input type="text"/>	Other \$ <input type="text"/>

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6. If the training you're requesting **has** a CHRIS Course Code & Session # - see below
If the training you're requesting **does not have** a CHRIS Course Code & Session # (or if given by outside vendor), skip to item # 7 in the instructions.

Request using CHRIS Course Code & Session #:

- **Enter** the CHRIS Course Code in the "Course Code" box
- **Enter** the course Session # in the "Session#" box
- **Hit** you're **Tab** key – form will go into *Processing* mode and a pre-filled form will appear
- **Verify** correct course, date and time show on the Request form

The screenshot shows the 'Training Request' form with the following fields and sections:

- Training Request** (tab) | **Approval Routing** (tab)
- Training Request** (header) | **Find | View All** | **First** | **2 of 13** | **Last** | [Delete Request](#)
- Name:** Your Name | **Subagency:** EH | **Workflow Entry:** Y
- Cancel Request** ☐ | [Training Request Guide](#)
- *Attendance:** Request (dropdown)
- Course Code:** [] (highlighted with a red arrow) | **CHRIS catalog course code & session#** (red text label) | **Session #:** [] (highlighted with a red arrow)
- Course Title:** []
- Course Type:** [] (dropdown)
- Begin/End Date:** [] [] (calendar icons)
- Start Time:** [] | **End Time:** []
- Duty Hours:** [] | **Non Duty Hrs:** [] | **Total:** []
- Vendor Name:** []
- Est Direct Costs:**
 - Tuition \$ []
 - Books \$ []
 - Materials \$ []
 - Other \$ []
- Indirect Costs:**
 - Travel \$ []
 - Per Diem \$ []
 - Other \$ []
- Training Objectives:** []

- **Next** indicate (if applicable) training related type (see below) by checking appropriate box

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☐ Conference ☐ TQP Related
☐ On IDP ☐ Transition Related

Est Direct Costs	Indirect Costs
Tuition \$ <input type="text"/>	Travel \$ <input type="text"/>
Books \$ <input type="text"/>	Per Diem \$ <input type="text"/>
Materials \$ <input type="text"/>	Other \$ <input type="text"/>
Other \$ <input type="text"/>	

Training Objectives:

- Then fill in any **Costs and Training Objectives** if any
- **Scroll down** to bottom left corner of request to Training Reason

Duty Hours: Non Duty Hrs: Total: Other \$

Vendor Name: Training Objectives:

Country: Remarks:

Address Line 1:

City/State/Zip:

Phone:

Training Location:

City/State/Postal:

*Training Reason:

Compliance
 Develop
 Directed
 JobRelated
 Transition

Save Request

- Select appropriate reason from Drop Down Menu
- Once the system has *processed* this
- **Go to** and **click on** the **“SAVE”** button on the bottom left of screen
- When “Saved” has appeared in the upper right corner of form, the request has been completed and submitted to your supervisor – you are done with this request.
 - Another form of verification that your request was submitted to your supervisor, is to scroll down to the bottom left of form and it should read that it was *submitted successfully*.

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7. Request without CHRIS codes (outside vendors, etc.):

*Attendance: Request		<input type="checkbox"/> Conference <input type="checkbox"/> TQP Related <input type="checkbox"/> On IDP <input type="checkbox"/> Transition Related	
Course Code:	<input type="text"/> DOE Class		
Course Title:	<input type="text"/>		
Course Type:	<input type="text"/> ▼		
Session #:	<input type="text"/> NonDOE Vendor Crse#:		
Begin/End Date:	<input type="text"/> <input type="text"/>		
Start Time:	<input type="text"/> End Time:		
Duty Hours:	<input type="text"/> Non Duty Hrs: <input type="text"/> Total:		
Vendor Name:	<input type="text"/>	Est Direct Costs Tuition \$ <input type="text"/> Books \$ <input type="text"/> Materials \$ <input type="text"/> Other \$ <input type="text"/>	
Country	USA	Indirect Costs Travel \$ <input type="text"/> Per Diem \$ <input type="text"/> Other \$ <input type="text"/>	
Address Line 1:	<input type="text"/>	Training Objectives: <input type="text"/>	
City/State/Zip:	<input type="text"/> <input type="text"/>	Remarks: <input type="text"/>	
Phone:	<input type="text"/>		
Training Location	<input type="text"/>		
City/State/Postal:	<input type="text"/>		
*Training Reason:	<input type="text"/> ▼		

NOTE: With each entry or selection the system will “*process*” the information before you can enter the next entry of selection, this action is identified in the upper right corner of your screen when the word “Processing” appears, then disappears when finished.

- **Check** appropriate box for type related training (if applicable)
 - Conference, TQP, On IDP, or Transition
- **Enter** Course Title
- **Select** Course Type from drop down list
- **If** vendor has supplied a course # then enter that # in the **NonDOE Vendor Crse#** box
- **Enter** Begin/End dates
- **Enter** Start/End times
- **Enter** Duty/Non Duty hours
- **Enter** All Vendor information requested
 - Name, Address, Phone #, etc.
- **Enter** All costs
 - if course costs, you **MUST GET** Vendor’s Tax ID #
 - **Enter** “Tax ID# & the number” in the **Remarks** box
- **Enter** text for Training Objective in the Training Objective box
- **Select** appropriate **Training Reason** from Drop Down Menu
- Once the system has *processed* this

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